

**Westwood Park Association  
Minutes of Board of Director  
March 6, 2025**

**AGENDA**

**1. Call to order at 7:11 pm**

Roll Call

**Present:** Pauline Jue, Mike O’Driscoll, Carol Karahadian, Rick Marsh, Roger Fong, Miguel Carion

**Absent:** Francine Lofrano

**Guests:** Jen Chang, Laura Frey

**2. Open Forum**

L. Frey brought to the attention of the Board that the homeowner of 101 San Ramon Way recently filed for a permit to register the property as an Air B&B. Discussion as to any issues with this designation were discussed.

J. Chang mentioned she was working with the owners of 1399 Plymouth Avenue to get the house repaired. Extensive interior repairs are needed.

**3. Approval of February 6 , 2025, Meeting Minutes**

Confirmation of the electronic approval of minutes for February 6, 2025, Meeting Minutes. A motion was made and seconded. The motion was unanimously 6-0.

**4. Reports**

**a. President’s Report:**

West of Twin Peaks Central Council

Matt Boschetto is chair of the Social Engagement committee on the West of Twin Peaks Central Council. His goal is to get more of the westside HOAs participating. He’d like to:

- Create a digital infrastructure to gather more data and encourage social participation and communication.
- Host social and community events (happy hour, clean-up events, block parties)
- Establish a community fellowship program (a feeder group to later become delegates)
- Do outward branding (remake the “westside curmudgeon” reputation into something positive)

Joaquin Torres, City Assessor

He updated us on efforts in his office to digitize records so citizens can locate and review documents. He can be reached at [assessor@sfgov.org](mailto:assessor@sfgov.org) or 628-652-1800.

#### Proposed Recology Rate Increase

President Denise LaPointe would like to discuss this during next month's meeting. She feels the rate increase would disproportionately fall on homeowners (v. mutli-unit buildings or businesses).

#### Letters sent from WTPCC

The Board sent President Rafael Mandelman of SF Board of Supervisors a letter of support for the removal of Police Commissioner Max Carter-Oberstone.

The Board submitted a letter to the State Office of Historic Preservation, supporting the nomination of North Beach as a historic district to the National Register of Historic Places.

#### Ingleside Terraces

An officer from this neighboring HOA expressed great displeasure with the WTPCC, believing it could do more. They are considering withdrawing from WTPCC.

### **b. Treasurer's Report**

**Account Balances:** Total bank balance as of 2/28/2025 is **\$138,651.00**  
(Checking: \$117,720.72 Savings: \$20,930.28).

**Outgoing Checks:** As of 2/28/2025

**#1014** (1/27/2025) - \$5.58 To: Pauline Jue for reimbursement of certified postage letter to 301 Frida Kahlo

**#1015 (VOID)**

**#1016** (2/6/2025) - \$410.00 - ***Fraudulently cashed and reported to Chase Bank***

**#1017** (2/6/2025) - \$599.81 - ***Fraudulently cashed and reported to Chase Bank***

**#1018** (2/20/2025) - \$585.40 To: Copy Circle for printing Email notification

**#1019** (2/25/2025) - \$599.81 To: Copy Circle for printing Annual Budget and policy

**#1020** (2/25/2025) - \$410.00 To: 1490 Ocean Avenue Owners' Association (Aug 2022, 2023, 2024, 2025 electrical bill)

**Electronic Payments/Debit Card Transactions:** Per Bank as of 2/28/2025

#### **Electronic Payments**

**Davey Tree Service** – (2/4/2025) - \$10, 920.00 (***Replacement payment for check #1722 written August 20, 2024, but never received***)

**Gutierrez Gardening** – (2/13/2025) – \$1700.00

**PG&E** – No fees this month as it was paid early last month  
**ACH Fees** – (2/2025) - \$3.04

**Debit Card Payments:**

**Mailchimp** – (2/5/2025) - \$26.50  
**Microsoft** – (2/24/2025) - \$42.00

**Electronic Deposits:**

**ACH Fee Reversal** – \$1.31  
**#1015** (2/26/2025) - \$410.00 - ***Fraud Reversal***  
**#1016** (2/26/2025) - \$599.81- ***Fraud Reversal***

**Dues Collection Status** As of the 2/23/2025 deposit, a total of 649 out of 685 properties (94.74%) have paid their 2024-2025 dues. Of the 649 payments, 404 (62.25%) were checks, 245 (37.75%) were ACH. Additionally, as 9 residents prepaid their 2024-2025 dues, our collection rate for 2024-2025 dues is actually 96% (649 + 9 = 658 out of 685 paid).

**Second Billing Notices:** Of the 98 second billing invoices that were mailed out on August 9, 2024, a total of 77 payments have been received.

**Lien Status:** Nothing new to report.

**Income/Expense Report:** February 2025 income/expense report was emailed to Board members.

c. **Health and Safety**

- No new updates to report.

d. **Common Areas**

- **Gate & Pillar Repairs with D7 Participatory budget money:**

DPW is moving along with the repair of the lights. Their electricians have been hard to schedule, but DPW secured a date for Tuesday, March 4. They are hoping the lights and metal repairs will be complete by late next week.

DPW had yet to schedule the paint work since they concluded that the metal work would be priority. Assuming the metal work will be complete, they will schedule painters for the following week.

P. Jue is working to get two historic landmark plaques. She received a recommendation from the SF historic landmark manager for a reputable a sign maker.

- **Bill for pillar lights at Ocean & Miramar:**

We received the invoice on 2/5/25 from 1490 Ocean HOA for the years 2022-2025. P. Jue sent them a check for \$410 (\$120 annually, prorated for 2022) but it was intercepted and fraudulently cashed. She has reissued the check.

- **Hole in San Ramon Chain Link Fence:**

A neighbor reported a hole and hadn't heard from 311 report. P. Jue reached out to Bridge Housing (Balboa Reservoir developer) who said they temporarily repaired it. It was damaged again, and we sent them a photo of the hole on February 4 and asked for a permanent solution.

e. **Land Use, Zoning and Planning:**

Information pertaining to actions for specific properties is noted in unfinished and new business below.

f. **Technology Report /QuickBooks**

Created 2025 - 2026 invoices for dues and imported to QuickBooks (683 invoices).

## **5. Unfinished Business**

**301 Frida Kahlo Gate:** A letter will be sent to the homeowner requiring them to remove the metal gate to comply with the WPA CC&Rs.

**866 Faxon Metal Gates and Railing Hearing:** A letter will be sent to the homeowner outlining the next steps to ensure the gate and railings are modified or removed to comply with the WPA CC&Rs.

**180 Southwood Fence:** The homeowner has removed the fence which was in violation of the CC&Rs. On February 5, President Jue sent an email to the homeowner, acknowledging the removal, and referred a local resident who could offer landscaping ideas to mitigate future damage.

**591 Flood:** R. Fong has requested remodel plans from the homeowner for review and approval.

## **6. New Business**

- **FY 2026 Collection Process:** The FY 2026 collection process was discussed.

The signup letter for email along with a new email consent form were sent to 286 homeowners. Around 30 responses for email signups were received. Currently, 426 email and 256 paper communications are now registered in the WPA database.

422 invoices were emailed with links to pay electronically. As of today, 107 homeowners have paid their 2025-2026 HOA dues.

238 invoices were sent to CopyCircle for printing and mailing to homeowners with no past due amount and had requested paper invoices or do not have email addresses on file.

23 invoices to homeowners with a past due balance will be sent to CopyCircle in the coming week.

- **Election for Vacant Positions:**

The terms of three positions on the Board are expiring in September 2025. Two members have agreed to remain on the Board (F. Lofrano and P. Jue). This leaves one board member position to be filled. A deadline of March 1 was set for solicitation of interested residents for this vacant seat. While there were a number of residents who inquired about this vacancy, only one resident expressed a definite interest in serving on the Board. As there are no more candidates than the number of vacancies, the position will be filled through the acclamation process. Consequently, there will be no need for an election.

- **Traffic Calming Measures for the corner of San Ramon and Plymouth Ave**

A resident brought it to the attention of the Board that motorists often do not comply with the stop sign at the corner of San Ramon and Plymouth Ave. The Board discussed some possible traffic calming measures for the resident to pursue.

**7. Next meeting:** The next Board Meeting is scheduled for Thursday, April 3, 2025, at 7:00 pm.

## **8. Adjournment**

The meeting was adjourned by P. Jue, WPA President, at 8:49 pm.

Submitted by C. Karahadian, Secretary